

GOVERNMENT OF THE DISTRICT OF COLUMBIA POSITION VACANCY ANNOUNCEMENT

CHILD AND FAMILY SERVICES AGENCY HUMAN RESOURCES ADMINISTRATION

AMENDED: SALARY RANGE
PREVIOUS APPLICANTS NEED NOT REAPPLY

ANNOUNCEMENT NO: CFSA-09-P066

POSITION: Administrative Review Specialist
DS-301-12

OPENING DATE: 8/31/09

CLOSING DATE: Open Until Filled

IF "OPEN UNTIL FILLED"
FIRST SCREENING DATE: 9/14/09

SALARY RANGE: DS-12 \$67,600-\$86,482

WORK SITE: WASHINGTON, D.C.

TOUR OF DUTY: 8:15 A.M. TO 4:45 P.M.
Monday – Friday

PROMOTION POTENTIAL: None

AREA OF CONSIDERATION: Unlimited

NO. OF VACANCIES: TWO (2)

AGENCY: Child and Family Services Agency (CFSA), Office of Planning, Policy and Program Support (ODDPPPS), Administrative Review Division

DURATION OF APPOINTMENT: | ☒ | Permanent | | Term (13 months to 4 years) NTE: Four (4) years
| | Temporary (Up to 1 year, Not-to-Exceed) _____

☒ | This position IS in the collective bargaining unit represented by **AFSCME - LOCAL 2401** and you may be required to pay an agency service fee through an automatic payroll deduction.

| | This position IS NOT in a collective bargaining unit.

RESIDENCY PREFERENCE AMENDMENT ACT: An person applying for a position in the Career Service, Educational Service, Management Supervisory Service, or an attorney position in the Excepted Service (series 905) who is a bona fide resident of the District of Columbia AT THE TIME OF APPLICATION for the position, may be awarded a 10-point residency preference over non-District applicants, unless the person declines the preference points. If selected, the person shall be required to present no less than 8 proofs of bona fide District residency and maintain such residency for 7 consecutive years from the effective date of the appointment. Failure to maintain bona fide District residency for the 7-year period will result in forfeiture of employment.

BRIEF DESCRIPTION OF DUTIES:

The incumbent is responsible for reviewing case plans and the provision of social work services to all children in the care of the District of Columbia receiving federal foster care maintenance payments. Conducts a case assessment prior to each 180-day Administrative Review and alerts staff of any issues identified during their evaluation that may require immediate attention or corrective action. Assesses the adequacy of case plans; the child's legal status; whether the legal status is appropriate; the services being provided to the child and family; whether the child's placement is appropriate, and the target date for goal accomplishment. Completes a pre-review of the electronic and hard copy case files at least 20 days prior to each scheduled Administrative Review, ensures that case plan and documentation is in place prior to 180 day Administrative Review, and reports critical case practice issues to the management staff. Prepares summaries of Administrative Reviews which include a diagnostic assessment of the current status of children and families; goals using the diagnostic assessment; objective target dates for goal completion; recommendations and rationale which correspond with the assessment of children and families situations; identification of policies or unusual issues and major disagreements. Completes summaries no later than 10 days after the Administrative Review is held and adheres to guidelines for distribution of the review summary. Compiles statistical data to identify and quantify problem areas, deficiency situations, and areas of imbalance and/or similar factors in the operation of agency activities. Completes a monthly report for submission by the 5th of each month. Performs other related duties as assigned.

QUALIFICATION REQUIREMENTS:

One (1) year of specialized experience equivalent to at least the next lower grade, which has equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position and that is typically in or related to the work of the position to be filled.

SELECTIVE PLACEMENT FACTORS:

- Master's in Social Work
- D.C. Licensed Independent Clinical Social Worker (LICSW)

OFFICIAL JOB OFFERS ARE MADE ONLY BY HUMAN RESOURCES ADMINISTRATION

SUBMISSION OF RANKING FACTORS

The following ranking factors will be used in the evaluation process. All applicants MUST respond to the ranking factors ON A SEPARATE SHEET OF PAPER. Please describe specific incidents of sustained achievements from your experience that show evidence of the level at which you meet the ranking factors that have been determined to be of importance for the position for which you are applying. You may refer to any experience, education, training, awards, outside activities, etc., that indicate the degree to which you possess the job-related knowledge, skills, and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge. **FAILURE TO RESPOND TO ALL RANKING FACTORS WILL ELIMINATE YOU FROM CONSIDERATION.**

1. Thorough knowledge of social work principles, ethics, administration/policy concepts, and methods are needed in order to manage the overall review process and recommend changes in the review process;
2. Thorough knowledge of Family and Child Welfare theory and clinical practice, and of the concept of permanency planning and realistic goal setting to determine compliance with the administrative and legal mandate;
3. Thorough knowledge of Public Law 96-272, the Adoption Assistance and Child Welfare Act of 1980, and D.C. Law 2-22, the Child Abuse and Neglect Act of 1977, Public Law 105-89, Adoption and Safe Families Act of 1997, and the LaShawn Modified Final Order which are the legal mandates which must be adhered to in managing a review process in the District of Columbia;
4. Thorough knowledge of agencies within the District of Columbia, such as D.C. Superior Court, the Collaboratives and private social service agencies which service the same children that are followed in the Administrative Review process;
5. Thorough knowledge of Administrative Review of children in foster care in the District of Columbia as well as current trends for review nationally/locally;
6. Exceptional skill and ability to synthesize information both orally and in writing;

OTHER SIGNIFICANT FACTORS: Pursuant to the Child and Youth, Safety and Health Omnibus Emergency Amendment Act of 2002 and Mayor's Order 90-27 Drug-Free Workplace Act of 1988; the individual selected to fill this position will, as a condition of employment, be required to complete a Drug and Alcohol Test, Criminal Background Check and Child Protection Registry (CPR). Employment with the CFSA is subject to satisfactory findings.

DRUG-FREE WORK PLACE ACT OF 1988: "PURSUANT TO THE REQUIREMENTS OF THE DRUG-FREE WORKPLACE ACT OF 1988, THE INDIVIDUAL SELECTED TO FILL THIS POSITION WILL, AS A CONDITION OF EMPLOYMENT, BE REQUIRED TO NOTIFY HIS OR HER IMMEDIATE SUPERVISOR, IN WRITING, NO LATER THAN FIVE (5) DAYS AFTER CONVICTION OF OR A PLEA OF GUILTY TO A VIOLATION OF ANY CRIMINAL DRUG STATUTE OCCURRING IN THE WORKPLACE."

APPLICATIONS SUBMITTED FOR CONSIDERATION WILL NOT BE RETURNED TO THE APPLICANT, EXCEPT APPLICATIONS RECEIVED OUTSIDE THE AREA OF CONSIDERATION OR AFTER THE CLOSING DATE.

HOW TO APPLY: ALL APPLICANTS, AGENCY EMPLOYEES AND OTHER D.C. GOVERNMENT EMPLOYEES MUST SUBMIT THE DISTRICT OF COLUMBIA GOVERNMENT EMPLOYMENT APPLICATION, DC 2000.

TO APPLY:

FAX TO: (202) 727-5750

WEB SITE: www.cfsa.dc.gov

EMAIL TO: cfsa.jobs@dc.gov

TELEPHONE: (202) 724-7373
